

# GSAS Doctoral Convocation

**Monday, May 20, 2019**

**11:00 am**

**The Beacon Theatre**

## *Important Information for Graduates*

### **1. What is the schedule for the day?**

- 10:00 am Graduates Arrive for Check In and Seating (Amsterdam Avenue Entrance)  
Doors Open for Guests (Main Entrance @ Broadway)
- 11:00 am Convocation Ceremony Begins
- 1:00 pm Ceremony Ends

***\*\*Do not lose your tickets or name card. We will not have any replacement (or additional) tickets or name cards at the venue.\*\****

### **2. Where and when should I arrive?**

- You should plan to arrive at the Beacon Theatre by 10:00 am. Students will enter via the side door entrance on Amsterdam Avenue at the corner of 75<sup>th</sup> Street. You must arrive by 10:45 am at the absolute latest.

### **3. Should I arrive wearing my attire?**

- Yes, arrive in your robe and tam. Your hood should be folded over your arm until your name is called when you walk across the stage during the hooding ceremony.
- Try on your attire before the ceremony to ensure that it fits properly.

### **4. Will I be able to sit with my friends/cohort?**

- Yes! Provided that you arrive early enough to check in and locate your friends. Once you're in the auditorium, please do not save seats or leave any gaps between you and your neighbor.

### **5. Who will hood me?**

- If you have an advisor or faculty member who is attending the ceremony and you would like them to hood you instead, you should confirm this with them prior to the ceremony.
- Professor André Fenton of the Center for Neural Science will be the designated hooder for the ceremony.

### **6. Will there be food at the Beacon Theatre?**

- Concessions will not be available and food is not permitted inside. We strongly suggest that all graduates and their guests eat breakfast prior to arrival.

### **7. I have special seating needs. How can I arrange this?**

- When registering for Convocation you will be asked to provide this information and you should be prepared to describe the service you need. We will be able to provide specific details and instructions for you closer to the ceremony. You may also find [Beacon Theatre's Disability Services](#) website helpful.

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## *Important Information for your Guests*

### **1. Where and when should my guests arrive?**

- Guests enter through the main entrance at 2124 Broadway. Beacon Theatre ushers will not open the house for seating until 10:00 am. We highly recommend that your guests arrive between 9:45 – 10:00 am.

### **2. Will there be a will call for guest tickets?**

- Yes, it is located in the main lobby of the Beacon Theatre. There, you can leave your guest ticket(s) in an envelope under a guest's name. Please note that this service is intended for guests only. Student tickets will not be at will call. All students must pick up their tickets on campus prior to the date of ceremony.

### **3. Is there a coat or bag check at the Beacon Theatre?**

- No, coat and bag check cannot be offered. All guests will pass through a security check point and all bags will be searched upon entering. We strongly encourage you to bring as little as possible with you to the venue, as security lines are very long. No large bags (shopping bags, suitcases) will be permitted inside the venue.

### **4. One of my guests has special seating needs. How can I arrange this?**

- When registering for Convocation you will be asked to provide this information and you should be prepared to describe the service your guests need. Academic and Student Affairs will be able to provide specific details and instructions for your guest closer to the ceremony. You may also find [Beacon Theatre's Disability Services](#) website helpful. Please write to [gsas.convocation@nyu.edu](mailto:gsas.convocation@nyu.edu) with any questions.

### **5. After the ceremony, where should I find my guests?**

- There will be multiple exits at the end of the ceremony. Please confirm a meeting spot outside of Beacon Theatre prior to the ceremony. We ask that you promptly leave the Theatre as our Master's Convocation follows that afternoon.

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## *Academic Attire Rentals*

### **1. When/where do I pick up my academic attire?**

- Degree candidates can pick up academic attire from Herff Jones, Inc. at the Kimmel Center for University Life, 4<sup>th</sup> Floor (60 Washington Square South) at the following times:
  - Tuesday, May 14, 11:00 am – 6:00 pm (on-time orders only)
  - Wednesday, May 15, 11:00 am – 6:00 pm (on-time orders only)
  - Thursday, May 16, 11:00 am – 8:00 pm
  - Friday, May 17, 11:00 am – 6:00 pm

***\*\*We strongly recommend that you order your attire on time.\*\****

### **2. When/How do I return my academic attire?**

- If you *plan* to attend the All-University Commencement Ceremony at Yankee Stadium on Wednesday, May 22, you will be able to return your attire to Herff Jones representatives at Gate 8 before 2:30 pm.

- If you *do not plan* to attend the All-University Commencement, you can return your attire at the [NYU Bookstore](#) (726 Broadway) from Wednesday, May 22 through Tuesday, May 28 during regular store hours.
  - After May 28, you must mail academic attire back to Herff Jones. See the All-University Commencement website for [mailing instructions](#).
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## *Ticket Distribution*

### **1. When/where do I pick up my tickets?**

- Degree candidates will pick up their tickets from the NYU Box Office, located in the Skirball Lobby at 566 LaGuardia Place, between the hours of 12:00 – 6:00 pm on the following dates:
  - Tuesday, May 14
  - Wednesday, May 15
  - Thursday, May 16
  - Friday, May 17
- *There will be no tickets available at the venue on Monday, May 20.*
- The Beacon does offer a will call in their main lobby if you wish to leave tickets that morning for your guests to claim.